

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education Application Number Office of Vocational Education Division of Vocational State Planning Date Received Date Completed Application Number and Operations APR 1 6 1981 APR 3 1981 Atlanta, Georgia 30334 2. Person to Contact **Working Title Telephone Number** Daniel N. Fleming State Planning and OCR MOA Coordinator 656-3435 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c.

☐ Amend Application No. ___81-113 ____ Check One: ☐ Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Vocational Education Earliest Latest A OCR (Office of Civil Rights) Evaluation Files 1979 To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Planning Unit of the Division of Vocational State Planning and Operations is responsible for coordinating the planning, developing and maintaining a Five-Year State Plan for statewide operation of vocational education that establishes needs, goals, policies, regulations and guidelines. This Unit is also responsible for coordinating the development and implementation of the Department's Method of Administration (MOA) of the Office of Civil Rights (OCR) guidelines for Vocational Education. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Evaluating schools for compliance with Office of Civil Rights guidelines relating to discrimination on the basis of sex or race, as a basis for determining the selection of schools for On-Site reviews. Student enrollment data, labor force and population data, work schedules, on-sit Included are: team roster and data, guidelines used in implementing state vocational education OCR, and related information used complying with OCR guidelines for Vocational Education. chronologically by fiscal year; thereunder by school system evaluated. 8. Monthly Reference Rate How often are records referred to which are: One to six months old $\underline{20}$; Seven to twelve months old $\underline{10}$; Thirteen to twenty-four months old $\underline{0}$; twenty-five months and older ____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Cother (specify) ______; Shelves _____; Other (specify) _____

			F.S
YES NO 10. Questionnaire		mn)	
	icial copy of the series?		
-		quiring security handling? If yes, cite law or regul	lation .
X Does the serie	S CONTAIN CONTIDENTIAL INFORMATION PE	quiring security nanoling? IT yes, cite law or regul	auon.
X c. Is this a vital			
I L		h value? Annual Report probably wou	
	wo documents in the file make it ned scheduled separately?	cessary to keep the entire file for a long period, cou	ıld these
		lished? If yes, attach copy. Annual Report-	none published v
	tion contained in this series ever anal	yzed and/or recorded in a summarized report?	, , , , , , , , , , , , , , , , , , ,
X It yes, attach	copy. Annual Report to tec	deral government.	
	lication of this series in your office, o	or in another office or agency?	
X If yes, where X i. Is this series (crofilmed?	
	rd series result in a computer printou		
•	The following requires t		
	- ,		
a. State Law	years.	d. Audit period	years.
b. Statute of limitationc. Federal law	years.	e. Administrative need	7years.
c. Federal law		f. Federal retention instructions	5 years.
Attach copy or excert of	aws or regulations. Explain administ	rative need.	`
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Marala de la		-7 to followell serverence an	
		al report to federal government an voc. ed. OCR compliance program.	u 10
2. Approved Disposition Inst		Is that the file series be cut off at the end of each:	
☐ Transfer to local holdi☐ Transfer to State Reco☐ Destroy.	es area month(s) ng area; hold year(s); th rds Center; hold year(s)	en	
☐ Transfer to State Arch☒ Other (Specify)	ives for permanent retention.		
			,
one (1) year after	receipt of approval of an	en hold in current files area two nual report from Federal governmen nter; hold five (5) years; then de	t, whichever
Unon nublication of	annual report send reco	rd copy to the State Archives for	nermanent
retention.	amour roport, some reco	The copy to the state Atentives for	Pormonone
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These instructions apply t	o all prior and future accumulations	of the series.	
	^		
genty Head/Designee (Signa	ture) Date R	ecords Management Officer (Signature)	Date
New-Law	ury 4/2/8/	Walker L. Baumgardner	3-30-81
• •		Sente Bosovile Committee (6)	D-4-
ecommendations in para-		State Records Committee (Signature)	Date
raph 12 are approved.	State Auditor/Designee	hamskind	14-13-81
f disapproved, attach letter	Atr	0	
f explanation.)	Secretary of State/Designee	Carroll Hart	4-13-81
	Attorney General/Designee	11118	4-13-81
	I wronich ocupial/besignes	/ ////// W W I X Y Y X	1 / / 2 0/ 1
-50-71; Rev. 76	/Perm	rse Side)	7



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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

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FOR AGENCY USE	1. Agency Address	;	FOR RECORDS MA	NAGEMENT USE	
Application Date	Department of Education Application Number				
	Office of Vocational Edu		81-11	3	
Application Number	Division of Vocational S	- 1	Date Received	Date Completed	
· ·	and Operations-Statist		·	FEB ₁ 8 1981	
0 D	336 State Office Buildir				
2. Person to Contact		Working Title		elephone Number	
Barbara F. Landay	Senior Re	search Specialis	<u>t</u>	656-3435	
3. Action Requested					
a. 🖸 Establish Retention Schedule; record will continue to accumulate.					
b. Dispose of present accumulation; no further accumulation anticipated.					
c. ☐ Amend Application No Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series					
Earliest Latest					
1			. 1		
1980 To Date OCR (Office of Civil Rights) "Desk-Top" Audit Files					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Vocational Statistical Research and Reports Unit is responsible for compiling					
statistics and providing data on vocational student enrollment in secondary and postsecondary schools; staff development needs; manpower needs of business and					
industry and employment opprotunities generated by them; specific vocational education					
	meet identified needs; ar				
short-range planning	g for vocational education	programs. The un	nit disseminate	s information	
to school systems,	the public, and other Divis	sions within the l	Department and	Office	
of Vocational Educat	tion, and assists with othe	er Division activ	ities as requir	ed.	
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7. Record Series Description	This file contains the following doc Attach samples of the file.	£			
Documents relating to: En	valuating schools for completed	liance with Offic on the basis of s	e of Civil Righ ex or race, as	ts guidelines a basis for	
d	etermining the selection of				
	t enrollment data, labor fo				
inform	ation used in ranking school	ols according to	degrees of non-	compliance.	
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4	•			•	
Photo A comment	and the second second second				
Pile is arranged: Chrono	logically by fiscal year;	thereunder by sch	ool system eval	uated.	
	·			·	
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old 20 ; Seven to twelve months old $8-10$; Thirteen to twenty-four months old 0 ; twenty-five months and older 0 ?					
twenty-five months and old	er0?	*			
l Q - Annual Pata of Accumulati	on of Becords				
Letter-size drawers1/2	; Legal-size drawers	; Shelves;	Other (specify)		
·	_		•		
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V50 N0 10	Association (Discourse HVIII) of the second				
	Questionnaire (Place an "X" in the proper column)				
<u>X</u> a.	Is this the official copy of the series? If not, where is it?				
X b.	Does the series contain confidential information requiring security handling? If yes, cite law or regulation.				
X c.	Is this a vital record?				
X d.	Does this series have historical or long term research value?				
N/A e.	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these				
	Is the information contained in this series ever published? If yes, attach copy.				
I	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?				
X If yes, attach copy. Annual report to Federal Government. h. Is there a duplication of this series in your office, or in another office or agency?					
	X If yes, where?				
Xi_	Is this series (or a major portion of it) regularly microfilmed?				
<u> </u>	Does the record series result in a computer printout?				
11. Retention I					
a. State La	wyears. d. Audit periodyears.				
b. Statute	of limitationyears. e. Administrative need5years.				
c. Federal	lawyears. f. Federal retention instructionsyears.				
'	yours.				
Attach ∞p	y or excert of laws or regulations. Explain administrative need.				
Neede	d to substantiate data in annual report to federal government.				
	 * A second of the second of the				
12. Approved I	Disposition Instructions This agency recommends that the file series be cut off at the end of each:				
	☐ Calendar Year; ☐ Fiscal Year; ☑ Other — See Below* then,				
· ·					
☐ Hold in	the current files area month(s) year(s); then				
	to local holding area; holdyear(s); then				
	to State Records Center; holdyear(s); then				
Destroy.					
	to State Archives for permanent retention.				
☑ Other (
	opechy,				
* (1)+	off files at end of each fiscal year; then hold in current files arecone (1)				
	r or until receipt of approval of annual report from Federal government; whichever				
15	sooner; then transfer to State Records Center; hold five (5) years; then destroy.				
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These instru	uctions apply to all prior and future accumulations of the series.				
-	0.000				
Agency Head/D	Gigner (Signature) Date Records Management Officer (Signature) Date				
1 12 -1//	4. Laurens 2/4/81 Walker L. Banngardner 2-5-81				
D AV.	U. Lallery 2/4/81 Walker J. Danngardner 2-5-81				
	State Records Committee (Signature) Date				
Recommendation graph 12 are app					
(If disapproved,	attach letter				
of explanation.)					
	Attorney General/Designee ///////////////////////////////////				
AR-50-71; Rev.					